

GENERAL INFORMATION

Shelton State maintains the Junior College Library, located on the Skyland Campus, and the Technical Library, located on the Fifteenth Street Campus. The Junior College Library contains over 30,000 books and carries over 300 current periodical subscriptions; its holdings are primarily academic in tone and are provided in support of academic courses and programs. The Technical library house over 2,000 books and carries approximately 30 current periodical subscriptions; its holdings are primarily vocational/technical in nature and are provided to support vocational/technical programs and courses. On the Skyland Campus, all books, periodicals, and audiovisual materials are housed in the Junior College Library. On the Fifteenth Street Campus, many materials are housed in the shops or departments where instruction occurs. Card catalogs are provided on each campus. Library hours are posted on each campus.

CIRCULATION PRIVILEGES

Students and faculty may use either campus library. Books can be checked out for three weeks; periodicals (which are not the current issue, bound, or on microfilm) can be checked out for one week. Overdue fines are charged against students who fail to return borrowed materials (books at 10 cents per day and reserve materials at 50 cents per hour).

AUDIOVISUAL SERVICES

All library materials, print and non-print, are listed in the card catalog. AV cards are marked by blue bands and the word "AUDIOVISUAL" printed across the top. In addition, an annotated subject catalog is available in the AV Office on the Skyland Campus and in the Library on the Fifteenth Street Campus. If you would like a printout of holdings in your subject area, please ask the AV Coordinator on the Skyland Campus.

Use of audiovisual materials must be scheduled through the AV Office on the Skyland Campus and through the Library on the Fifteenth Street Campus at least 3 days in advance. AV personnel can help you set up equipment but are not available to accompany you to the classroom. Instructors are responsible for returning all borrowed equipment and resources to the appropriate office. There is sometimes an AV room available for class use on occasions when you have a number of items to view; check with AV personnel.

PLEASE BE ON TIME FOR ALL SCHEDULED PROGRAMS; YOU MAY LOSE EQUIPMENT OR RESOURCES IF YOU ARE NOT BECAUSE OF OTHER DEMANDS.

Library AV materials may not be removed from the campus without approval of Library Faculty. NO materials or equipment may be used for profit-making ventures. All damages that occur when AV materials or equipment are off-campus must be repaired at the expense of the borrower.

The Library has certain equipment for use in production of AV materials --slides, cassette tapes, videocassettes, and sound-slide synchronization. Please contact the Library Faculty if you would like to create your own materials. All materials produced with college funds remain the property of the college.

Off-the-air taping is permitted only within the strict guidelines of the provisions of U.S. copyright laws. See the AV Coordinator in the Junior College Library if you have questions about videotaping certain program off-the-air.

There are many films available at low or no cost to the college. If you would like to rent a particular film, please fill out a request form in the AV Office on the Skyland Campus or Library on the Fifteenth Street Campus. You will be notified of confirmation dates and times so that your use may be scheduled appropriately. The library is not responsible for mailing or making payments on films rented without prior library approval.

ORDERING NEW MATERIALS

The Library Faculty will appreciate your suggestions and assistance in selecting materials for the Library. Book request forms are available in library offices or you can provide a listing of titles and other pertinent information for books you'd like to have ordered. Please feel free to point out to Library Faculty any subject area that should be strengthened.

Periodical requests, both for new titles and additional backfiles, should be directed to the Library Faculty. The Library holds loose, bound, and microfilm back issues.

By Library policy, no audiovisual program is purchased unless it has been previewed by library and teaching faculty. You may preview programs with or without your class at your convenience. See AV personnel if you have preview requests.

PLEASE REMEMBER THAT ORDERING NEW MATERIALS TAKES A LONG TIME--ESPECIALLY FOR BOOKS. Be sure to let the Library Faculty know if there is a "rush order" to be placed well in advance. The Library does not order computer software.

RESERVE CIRCULATION

At your request, materials (including audiovisuals, geological specimen, etc.) will be placed on limited circulation for student use. If you wish to place items on reserve, complete a reserve form (available at the circulation desk) and provide the details concerning circulation period (in hours) and class. Your students may ask for these items by your name at the desk. All items are automatically removed at the end of the quarter unless notified in writing.

LIBRARY INSTRUCTION

A formal program of Library Instruction is incorporated into all ENG 092, 101, and 102 classes. The program, varying in degrees, consists of lectures and hands-on exercises given and graded by Library Skills Instructors. These sessions should be scheduled through the AV Office at the Junior College Library, regardless of campus on which class is offered. Handouts, bibliographies, exercises, and/or lectures are also provided upon request in any class offered at Shelton State. These, too, should be scheduled through the AV Office WELL IN ADVANCE.

COPY MACHINE USE

Unfortunately, there is no copier in the Library available for part-time faculty use. All copies for instructional purposes must be made elsewhere. Please do not send students to make copies for your use in the Library, because students are charged for all copies.

GIFTS

The Library welcomes gifts of books, periodicals, and other materials which are offered unconditionally. If you'd like to make a donation, notify one of the Library Faculty. The Library does not make evaluations for income tax purposes but will provide a voucher for items received.

OPINION SURVEYS

Brief questionnaires are submitted each spring to students and faculty as part of the Library's program of evaluation. Don't wait for the survey to express your concerns or opinions. Please let Library Faculty know when you encounter problems in the Library.

LIBRARY SERVICES AT OFF-CAMPUS SITES

Please contact the Director of Library Services if you have questions about library services or library instruction at off-campus sites.

LIBRARY STAFF

Director of Library Services
Librarian
Librarian

Deborah Grimes
Don Bell
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Technical Services Coordinator
AV Coordinator
Library Secretary
Acquisitions Secretary
Library Services Coordinator (Fifteenth Street)
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